TOWN OF EMMITSBURG

300A South Seton Avenue Emmitsburg, Maryland 21727 301-600-6300 fax: 301-600-6313

Mayor
Donald N. Briggs
Town Manager
David Haller
Town Clerk
Cathy Willets

Board of Commissioners
Timothy O'Donnell, President
Clifford Sweeney, Vice President
Glenn Blanchard, Treasurer
Jennifer Mellor
Joseph Ritz III

TOWN MEETING AGENDA MAY 2, 2016

- I) CALL MEETING TO ORDER (7:30PM)
 - A. PLEDGE OF ALLEGIANCE TO THE FLAG
 - **B. NEXT MEETINGS:**

Town Meeting May 16 @ 7:30pm Parks Committee May 17@ 7:30pm

- C. APPROVE MINUTES FROM: April 4, 2016
- D. POLICE REPORT
- E. TOWN MANAGER'S REPORT
- F. TOWN PLANNER'S REPORT
- G. COMMISSIONER COMMENTS
- H. MAYOR COMMENTS
- I. PUBLIC COMMENTS
- J. ADMINISTRATIVE BUSINESS
- K. CONSENT AGENDA

L. REPORTS

Treasurer's Planning Commission – Annual Report

II) AGENDA ITEMS:

- 1. Ordinance No. 16-08 Amendment to Sect. 17.28.050 Accessory Uses in Institutional Zone.
- 2. Update on Dog Park
- 3. Initial Presentation on Town Budget
- 4. Citizen Advisory Committee recommendations related to nuisance ordinance
- 5. Contract related to demolition of Scott Road Farm Barn and installation of a roof
- III) SET AGENDA ITEMS FOR MAY 16, 2016 TOWN MEETING
- IV) SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS

ITEM C

MEETING MINUTES:

April 4, 2016

MINUTES TOWN MEETING April 4, 2016 Emmitsburg Town Office

Present: Commissioners Clifford Sweeney, Joseph Ritz III, Jennifer Mellor, Glenn Blanchard and Tim O'Donnell, President.

Staff present were Cathy Willets, Town Clerk; Amy Naill, Recording Secretary; and Dave Haller, Town Manager.

Absent: Mayor Donald Briggs

I. Call to Order

Commissioner Tim O'Donnell, President of the Board of Commissioners, called the April 4, 2016 Town Meeting to order at 7:30 p.m. Pledge of Allegiance was recited.

Announcement of a Closed Session:

President O'Donnell announced the need for a closed executive session following adjournment of the April 4, 2016, meeting as permitted by the MD Code, General Provisions Section 3-305 Closed Sessions to discuss a potential personnel matter and potential litigation.

Approval by Commissioners for a closed meeting
Motion by Commissioner Blanchard, Second Commissioner Mellor

Vote 5-0 in favor

Commissioner O'Donnell asked for the GIS agenda item to be moved up to the number one agenda item position because of a cost issue.

Commissioner O'Donnell mentioned upcoming meetings: May 2nd Town Meeting, April 19th Citizens Advisory Committee, April 25th Planning Commission Meeting and Parks Committee Meeting May 17th.

Approval of Minutes

The Minutes of the March 7, 2016 Town Meeting were approved as presented.

Motion by Commissioner Blanchard, Second by Commissioner Mellor **Vote 5-0 in favor**

Police Report – Deputy Whitehouse presented the report from March. He mentioned once the weather gets warmer the deputies will be out on bike patrol.

March 8, 2016 Deputy Whitehouse received a lifesaving award from the Frederick County Chamber of Commerce for the Paul's Pitstop Fire. Deputy Whitehouse was congratulated by a round of applause from the Commissioners and audience.

Deputy Whitehouse reminded residents to lock vehicle doors and place items of value out of sight.

Commissioner Comments:

Commissioner Ritz III: Mentioned he is ready for baseball season to start. His two oldest children will be playing T-Ball. He would like to thank all the volunteers that help with

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baseball.

Commissioner Blanchard: Thanked Delegate Folden, Member of the Maryland House of Delegates for helping Commissioner Blanchard with Bond Bill Saturday. He thanked the Town for getting the Doughboy Statue back.

Commissioner O'Donnell: Mentioned the State Highway Information Meeting was well attended by the community. He was impressed that virtually every person directly involved in decision making that was related to the process was in attendance at this meeting.

Commissioner O'Donnell: Complimented Town Staff on their vigilance at pool dumpster. He was questioned by Town Staff concerning trash that had been picked up from a trail cleanup.

Commissioner O'Donnell: Had an acknowledgement for Staff Member Terri Ray who participated in a mountain bike ride, her first, sponsored by Specialized Bicycle. He said it great for it to be supported by staff and hopes this type of venue brings additional dollars and businesses to Emmitsburg.

Public Comments: Carmen Limparis, 423 West Main St, Emmitsburg MD. Had concerns about lifeguards at the Community Pool not contacting her concerning her father taking swimming lessons. She wants to make sure we hire responsible people as lifeguards.

Ron Lind, 2 Irishtown Court, Emmitsburg MD. Said he would wait until Mayor Briggs is present.

Administrative Business -

- Discussion of potential staff restructuring: Mr. Haller mentioned he will be retiring on June 30th, 2016 and Cathy Willets will be the interim Town Manager.
- Grant inquiry related to Trail Conservancy and any matching funds: Commissioner O'Donnell went over how the Recreational Trail Program Grant operates. He said it has been a goal not to have the Town payout money. This year the Town may have to payout out funds of \$2,000.00 for signage and a parking lot study. The other option is to modify accepting the grant and to leave out the funding related to the signage and parking lot study and the Trail Conservancy would come forward with a grant value of \$30,000.00. He asked the board for comments and consideration on this item.

David Haller, Town Manager: Discussed the placement of the parking lot. He suggested that perhaps it could be located at the bottom on the mountain on a flat area.

Commissioner Ritz III: He has reservations considering a parking lot on the mountain to accommodate trail users when we cannot get a public parking lot in the town. He stated parking is very limited in town.

Commissioner O'Donnell: Stated that it would not just be for trail users but for the hunting and fishing community.

Motion: To accept the grant from The Trail Conservancy in the amount of \$30,000.00 with the exclusion of \$5,000.00 for signage and \$5,000.00 for the parking lot study.

Unanimous consent from the board.

Austin Steo, Executive Director and Founder of Trail Conservancy Inc: Stated that while the maximum that the Town has accepted is \$30,000.00 the grant award is for \$40,000.00 and this could be allocated in the future to advancing the trail system.

• Proposed planters on Town square: Commissioner Sweeney would like to provide water service to the Town square while the new water line is being installed.

Motion: To provide water service to the planters on the Town Square from existing or modified lines when the square renovation occurs. Motion by Commissioner Sweeney, second by Commissioner Mellor.

Vote: 5-0 in favor

- Northgate Emergency Outlet: Commissioner O'Donnell had an informal discussion
 with a Junior Officer of the Vigilant Hose. He said in case of a flood a response would
 come from Irishtown Road through a private driveway and into the neighborhood.
 Commissioner O'Donnell was not able to talk to Senior Staff of the Vigilant Hose but
 he will pursue this. Mr. Ron Lind said he will follow up with the Vigilant Hose.
- SHA public meetings Commissioner O'Donnell wanted to make everyone aware that there will be additional public meetings concerning the square and sidewalk renovations. If the public needs to contact any of the SHA individuals directly, Town Staff can put in touch with them directly.
- Community Garden: Commissioner O'Donnell would Like Town Staff to get new mushroom soil and mulch for the Community Garden. The refundable deposit will be reinstated to encourage participants to clean up their gardens at the end of the season. Signage to be installed by the Town Staff to identify the Community Garden area.

Consent Agenda – No Items

Reports:

Treasurer's Report – Commissioner Blanchard reported on March 2016 cash activity. Exhibit attached.

Planning Commission Report - No Report

II. Agenda Items

Demonstration of Town Geographic Information System capabilities:

Demonstration was presented by Christian Bruchman, Staff Scientist of Advanced Land and Water, Inc. He explained the GIS is the connecting of maps and cartography into data. It

will formally record in a digital way the institutional knowledge of the infrastructure of the town. The GIS system is perpetual and will be a multi-year effort.

Pool Contract for Consideration:

Jerry Muir stated that two of the items asked to be included into the contract are now included. Both the swim lessons and uniforms. The third item was hiring locally and the pool company is making an effort to hire locally. Mr. O'Donnell asked about references. Mr. Muir stated they have many references and that RSV Pools, Inc. is a large company located in the Washington Metropolitan area.

<u>Motion:</u> - To accept the pool contract from RSV Pools, Inc for 2016 in the amount of \$47,028.00.

Motion by Commissioner Sweeney, second by Commissioner Glenn Blanchard **Vote: 5-0 in Favor**

Easement Related to Flat Run Bridge replacement:

The Flat Run Bridge replacement should begin this year. In the final engineering analysis of the bridge SHA realized some areas leading up to the bridge will have slopes. Some of the slope falls on Town property about 250 square feet. SHA is asking for a revertible easement, once it is built it will still be our property. SHA will pay us a \$1.00 a square ft. or \$250.00. The land is in the flood plain. The contract language needs revised from burgess AKA Mayor.

Motion: - To support the temporary conveyance of that land to State Highway for a fee of \$250.00.

Motion by Commissioner Cliff Sweeney, second by Commissioner Ritz III

Vote: 5-0 in Favor

Tobacco use policy 16-02 for consideration:

Per Mr. Haller the Town is coming in line with everyone else in the State and County of Maryland. The Town does not allow tobacco use in our buildings. Many government entities treat vehicles like buildings. This policy basically states that you cannot smoke in one of our vehicles just like you cannot smoke in one of our buildings.

<u>Motion:</u> -Approve policy series 2016 P6-02 Town of Emmitsburg Tobacco Use Policy Motion by Commissioner Glenn Blanchard, second by Commissioner Mellor **Vote: 5-0 in Favor**

Set Agenda Items for May 2, 2016 Town Meeting

- 1. Ordinance Number 16-08 Amendment to Sect. 17.28.050 accessory uses in Institutional Zone.
- 2. Update of Dog Park
- 3. Initial Presentation on Town Budget
- 4. Citizen Advisory recommendations related to nuisance ordinance.

IV SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS

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IV Adjournment

With no further business, the **April 4, 2016** Town Meeting was adjourned at 8:59 p.m.

Respectfully submitted,

Cathy Willets, Town Clerk

Approved:

ITEM E

TOWN MANAGERS REPORT

Town Manager's Report MARCH 2016 Prepared by David Haller

Streets:

- Staff repaired a few streetlights.
- Staff installed 'No Parking' signs on West North Ave.
- Staff cleaned and salted sidewalks
- SHA (Romano Concrete) started the sidewalk project

Water:

- Rainbow Lake is now at the spillway level.
- The roughing filters are being backwashed one time a day and the DE filters are being done once per week.
- Our wells are now on average 6.8' below their May 2011 levels.
- Water production and consumption. We produced and purchased an average of 290,957 GPD. We consumed an average of 266,613 GPD.

The difference is "Backwash Water" ... (8.4%). We purchased 391,600 gallons of water from MSM this month.

- 37.2% of this water came from wells.
- o 4.3% of this water came from Mt. St. Mary's.
- o 58.5% of this water came from Rainbow Lake.

Wastewater:

- The overland flow treatment system is shut down.
- We received about 1.7" of precipitation this month (the average is 3.9").
 - We have a precipitation **SURPLUS** of 9.3" over the last six months. The average precipitation for the period from Oct 1 thru March 31 is 21.2". We have received 30.5" for that period.
- Wastewater Treatment:
 - We treated an average of 878,000 GPD (consumed 266,613 GPD) which means that 69.6% of the wastewater treated this month was "wild water".
 - We had no spills of untreated sewerage in the month of March.
 - We exceeded the plant's design capacity on nineteen days in the month of March.

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Trash: Trash pickup will remain Mondays for the remainder of the month of April.

Parks:

- Staff worked on all ballfields.
- Billden Fence Co. installed new backstop at Field #1
- Staff turned on all water and cleaned all park restrooms

PARKING ENFORCEMENT REPORT

Date: MARCH 2016

Overtime Parking: 95

Restricted Parking Zone: 1

24 Hour Consecutive Parking:

Parked in Crosswalk:

Parked on Sidewalk:

Parked Blocking Road:

Parked by Fire Hydrant:

Parked on Highway:

Failure to Park between Lines:

Other Violation:

Left Side Parking:

Street Sweeping:

Meter Money: \$1,138.10

Parking Permits: \$115.00

Meter Bag Rental:

Parking Ticket Money: \$740.00

Funerals: 1

Total: \$1,993.10

Zoning/Code Enforcement Report

March 2016

- 1. Attended Town Council meeting to present text amendment and pool contract
- 2. Met with Jim click and the SHA to go over South Seton sidewalk project. Attended a subsequent field walk of the project with SHA and Jim. The following week I met with SHA to discuss design issues in the upcoming North Seton and 904F projects.
- 3. Arranged a Tourist Area Corridor conference call with Mayor and Town Manager and finalized signage plans.
- 4. Power Star unit is in transit and should be on site next month.
- 5. Visited Scott Road site with Steve prior to a pre-bid on-site meeting. Held the pre-bid meeting and received final bids for review by staff.
- 6. Meeting with Dan, Dave, Jim, Steve and Cathy about WWTP and various projects.
- Contacted RSV pools for contract changes requested by the Commissioners at the public hearing. Received and distributed new contract.
- 8. Attend Home Builders breakfast for Mayor Briggs.
- 9. Continue to work on updating PE and solar info. Arranging a meeting with PE to go over billing parameters.
- 10. Met with Jim Click and excavator at the dog park site. Determined that topography would be necessary for grading. Met Gauss Assoc. on site and discussed needs. Arranged for a proposal to be sent and the work was subsequently approved.
- 11. Attended SHA grant funding workshop in Rockville.
- 12. Amended our NEMR information for PE to add Ambulance Company to solar waterfall.
- 13. Received minutes from our October meeting with SHA for Emmitsburg Road and East Lincoln Avenue.
- 14. Coordinate Flat Run Bridge property issue between the SHA and town. Get agreements ready for April meeting.
- 15. Assist in coordinating Town SHA informational meeting regarding Town Square project.

Zoning permits and/or zoning letters issued

Date	Address	Туре	Fee
02-11-16	304 E Main	U&O sign	\$70
03-02-16	15 First Ave	Screen Porch	\$35
03-03-16	333 S Seton	Temp Sign	NA
03-07-16	150 S Seton	Fire Damage	\$35
03-07-16	Seton Place	Fence dumpster	\$35
03-07-16	324 Mountaineers Way	Basement Reno	\$59
03-09-16	118 N Seton	Roof repair	\$39
03-16-16	5 Adams Ave	Garage	\$66
03-16-16	27 Provincial Pkwy	Solar panels	\$59
03-17-16	29 Provincial Pkwy	Deck repairs	\$35
03-17-16	40 Robindale Dr	Solar Panels	\$69

ITEM F

TOWN PLANNERS REPORT

Planner's Report

March 2016

Susan H. Cipperly, Town Planner

- 1. Prepared Planning Commission Annual Report for review at April 25 Planning Commission meeting. Proposed amendment to Institutional zone accessory uses will also be on agenda.
- 2. Community Legacy Program
 - -- Continued coordination with DHCD regarding reimbursement requests.
 - -- Prepared quarterly report due April 1.
 - -- Provided application forms and info upon request.
 - -- CL program file maintenance.
- 3. Geographic Information System (GIS)
 - -- Worked with town IT consultant re equipment setup
 - -- Continued online GIS training via ESRI site (software provider). Will be continuing effort.
- 4. Supervised Code Enforcement and Zoning activity, including enforcement at 29 W. Lincoln & 505 E. Main, where work had taken place without town or County permits.
- 5. Attended Frederick County planners meeting in Frederick on 3/10/16.
- 6. Organizing computer and paper files.
- 7. Prepared and sent annual Forest Conservation report to Dept. of Natural Resources. (No new forestation plantings in town during 2015.)
- 8. Provided info and photos for new website.
- 9. Provided information re various properties to owners and potential owners regarding setbacks, uses, and permit process.
- 10. Worked on new display materials for kiosk on the square.

Town Meeting

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ITEM G

ADMINISTRATIVE BUSINESS:

No items

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ITEM H

CONSENT AGENDA:

No items

ITEM I

REPORTS:

Treasurer's Report - see attached

Planning Commission Report – to be given at the meeting

TOWN OF EMMITSBURG CASH ACTIVITY as of April 28, 2016

\$3,384,596 Cash Balance April1, 2016

299,293 Deposits -278,191 Withdrawels

\$3,405,698 Operating Balance Forward

<u>Check</u> <u>Amount</u>	<u>Vendor Name</u>	<u>Description</u>	Check Date	<u>Check</u> <u>Number</u>
\$58,326	Treasurer of Frederick Co	Law Enforcement 3Q FY16	04.13.16	35718
23,274	Comptroller of MD	Bay Restoration Fee 3Q FY16	04.13.16	35722
20,000	Life Aquatic H2O	Swimming Pool Settlement	03.30.16	35667
19,540	Md Dept of Budget & Mgmt	Mar 16 Health Insurance	03.30.16	35680
19,251	Md Dept of Budget & Mgmt	Feb 16 Health Insurance	04.06.16	35697
19,251	Md Dept of Budget & Mgmt	Apr 16 Health Insurance	04.27.16	35779
11,251	UGI Energy Services	Mar 16 Solar	04.20.16	35763
9,996	UGI Energy Services	Mar 16 Solar	04.20.16	35763
7,838	RSV Pools	Apr 16 Pool Mgmt Contract	04.13.16	35730
7,195	Catoctin Labs	Chemicals	04.20.16	35738

Ck dates 03/30/16 to 04/28/16



TOWN OF EMMITSBURG PLANNING COMMISSION 300A SOUTH SETON AVENUE EMMITSBURG, MD 21727

Patrick Boyle, Chair Keith Suerdieck John Howard Joyce Rosensteel Clifford Sweeney Steven Starliper, alt.

April 26, 2016

Office of the Secretary Maryland Department of Planning Attn: David Dahlstrom, AICP 301 W. Preston St. Baltimore, Maryland 21201-2305

Re: Annual Report Calendar Year 2015

Dear Mr. Dahlstrom:

At their meeting on April 25, 2016, the Town of Emmitsburg Planning Commission approved the Annual Report for the Reporting Year 2015 as required under the Land Use Article. In addition, this report will be filed with the local legislative body at the meeting on May 2, 2016.

The following Annual Report was approved:

1. Number of new Residential Permits Issued:

Table 1: New Residential Permits Issued Inside and Outside the Priority Funding Area (PFA)

Residential - Calendar Year 2015	PFA	Non - PFA	Total
# New Residential Permits Issued	0	NA	0

2.	Is your jurisdiction scheduled to submit a 5-Year Report as required under 51-207(c)(6) of the Land Use Article?				
		N 🖂			
3.	Where there any growth related changes which includes Land Use Changes ordinance Changes, New Schools, Changes in Water or Sewer Service Area, etc? If yes, list. $\gamma \boxtimes \gamma$				

- The major 2015 accomplishment for the Planning Commission was completion of the 2015 Comprehensive Plan on August 31, 2015. It was then adopted by the Town Board of Commissioners on November 16, 2015.
- Zoning Change affecting 4 parcels, R-1 to B-1 Neighborhood Commercial, as recommended in Comprehensive Plan and approved by Town Board.
- The Planning Commission also reviewed several zoning ordinance text amendments that were of a corrective/improvement nature, but did not affect growth of the town.
- Did your jurisdiction identify any recommendations for improving the planning and development process within the jurisdiction? If yes, list.
 Y □ N ⋈
- Have all members of the Planning Commission/Board and Board of Appeals have completed an educational training course as required under §1-206(a)(2) of the Land Use Article?
 Alternates for Planning Commission and Board of Appeals are in the process of completing the course.

A list of the current Planning Commission, Board of Appeals, Mayor, and Board of Commissioners, is attached.

Sincerely,

Satrock B. Byle Chairman

Town of Emmitsburg Planning Commission

cc: C. Willets, Town Clerk



TOWN OF EMMITSBURG FREDERICK COUNTY, MARYLAND

PLANNING COMMISSION 2015 ANNUAL REPORT

2015 PLANNING COMMISSION

PATRICK BOYLE, CHAIR
JOYCE ROSENSTEEL, VICE-CHAIR
JOHN HOWARD, SECRETARY
KEITH SUERDIECK
CLIFFORD SWEENEY, TOWN BOARD LIAISON
STEVEN STARLIPER, ALTERNATE

2016 EMMITSBURG TOWN BOARD

TIM O'DONNELL, PRESIDENT
CLIFFORD SWEENEY, VICE-PRESIDENT
GLENN BLANCHARD, TREASURER
JENNIFER MELLOR
JOSEPH RITZ III

2016 BOARD OF APPEALS

LARRY PAVEK
DIANNE WALBRECKER
RICHARD KAPRIVA

ALTERNATES: RONALD LUND

2016 PLANNING COMMISSION

PATRICK BOYLE, CHAIR
KEITH SUERDIECK, VICE-CHAIR
JOHN HOWARD, SECRETARY
JOYCE ROSENSTEEL
CLIPPORD SWEENEY, TOWN BOARD LIAISON
STEVEN STARLIPER, ALTERNATE

MAYOR DONALD N. BRIGGS

TOWN MANAGER DAVID L. HALLER

TOWN PLANNER SUSAN H. CIPPERLY, AICP

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May 2, 2016 Agenda
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AGENDA ITEMS

ITEM 1

Ordinance No. 16-08 Amendment to Sect. 17.28.050 Accessory Uses in Institutional Zone

Town Meeting

May 2, 2016 Agenda

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AN ORDINANCE TO AMEND TITLE 17 OF THE CODE OF EMMITSBURG ENTITLED ZONING

BE IT RESOLVED, ENACTED AND ORDAINED by the Mayor and Board of Commissioners of the Town of Emmitsburg, Maryland, pursuant to the authority granted to them by the laws of Maryland and the Charter of the Town of Emmitsburg, that Title 17; Section 17.28.050 of the Emmitsburg Municipal Code, be amended as follows:

The amended section of this regulation reads as follows with new wording indicated in **BOLD, CAPITAL** letters and deleted words in strike out.

17.28.050 - Accessory uses.

In the Institutional district, accessory uses are as follows:

- A. General Signs. See Chapter 15.16.
- B. SHEDS, PROVIDING THEY ARE NOT LOCATED IN THE FRONT YARD AND MEET THE SAME SIDE YARD SETBACK OF FIFTEEN FEET (15') AND THE REAR YARD SETBACK OF TWENTY FIVE FEET (25') AS REQUIRED OF THE PRINCIPAL USE.
- C. OUTDOOR RECREATIONAL STRUCTURES, SUCH AS GAZEBOS, DUGOUTS AND PAVILIONS, PROVIDING THEY MEET THE SAME REQUIREMENTS NOTED IN PARAGRAPH B FOR SHEDS.
- D. RECREATIONAL TRAILS FOR USE BY PEDESTRIANS AND NON MOTORIZED VEHICLES
- E. OTHER ACCESSORY USES DETERMINED BY THE ZONING ADMINISTRATOR TO BE COMPATIBLE WITH THE INSTITUTIONAL ZONING DISTRICT.

BE IT FURTHER RESOLVED, ENACTED AND ORDAINED that this Ordinance shall take effect on the date on which the Mayor approves the Ordinance after passing by the Board of Commissioners or on the date on which the Board of Commissioners pass the Ordinance over the veto of the Mayor.

PASSED this day of and abstain.	, 2016 by a vote of for, against,absent
ATTEST:	EMMITSBURG BOARD OF COMMISSIONERS
By: Cathy Willets, Town Clerk	Timothy O'Donnell, President

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AGENDA ITEMS

ITEM 2

Update on Dog Park – presentation at the meeting

AGENDA ITEMS

ITEM 3

Initial Presentation on Town Budget - at the meeting

Town Meeting

May 2, 2016 Agenda

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AGENDA ITEMS

ITEM 4

Citizen Advisory Committee recommendations related to nuisance ordinance – discussion at meeting

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AGENDA ITEMS

ITEM 5

Contract related to demolition of Scott Road Farm Barn and installation of a roof

BOLLINGER

MHIC #93308

March 21, 2016

The Town of Emmitsburg 300A S. Seton Ave. Emmitsburg, MD 21727

REF: RFP 16849 Scott Road Barn Demolition Phase I

Bollinger Homes is pleased to provide a cost for your home improvement project.

Scope of Work:

- Remove existing barn structure to existing stone foundation
- Remove existing trees, debris from north side of barn grub, seed and stabilize disturbed areas.
- Bollinger to retain salvage rights to barn beams, flooring, rafters and existing tin roof.
- All remaining debris to be removed to be removed from site by Bollinger.
- Bollinger to stabilize existing stone foundation for Phase II Construction (-New Roof Assembly)

Total \$0.00 No Charge Bollinger Homes is not responsible for any existing structural issues. However, if repairs are needed, they will be discussed by builder and homeowner as to extent of work and cost before work is started.

Bollinger Homes will provide all labor supervision and materials to complete this project to the minimum specifications required by the jurisdiction the work will be performed in.

Purchaser

MING record

Contractor Salesman - MHIC #83839

Date

3/24/1

Date

3/1/14

*Price does not include anything not listed in the above proposal.

ADDENDUM

Bollinger Homes, LLC is required to be licensed by the MD Home Improvement Commission, MHIC License #93308. Any questions may be directed to the Commission at 410.230.6309 or www.dllr.state.md.us/license/mhic.

Please note that formal mediation of disputes between homeowners and contractors is available through the Commission; the Commission administers the Guaranty Fund, which may compensate homeowners for certain actual losses caused by acts or omissions of licensed contractors; and a homeowner may request that a contractor purchase a performance bond for additional protection against losses not covered by the Guaranty Fund

Purchaser	Date
Smentle	3/21/11
Contractor - MHIC #93308	Date
2	3/21/16.
Contractor Salesman - MHIC #83839	Date

BOLLINGER

MHIC #93308

March 21, 2016

The Town of Emmitsburg 300A S. Seton Ave. Emmitsburg, MD 21727 Attn: Jerry Muir

REF: RFP 16849 Scott Road Barn Roof Installation

Phase II

Bollinger Homes is pleased to provide a cost for your home improvement project.

Scope of Work:

- Stabilize existing stone foundation, re-point existing stones as required, install new concrete cap to foundation to receive new sill plate.
- Install new P.T. sill plate with Galvanized Anchors @6'-o" O.C.
- Install new P.T. 6x6 post along front wall with double 2x10 P.T. Beam to support new roof trusses.
- Install new Pre-engineered roof trusses with 2x Roof Purlines @ 48" O.C. with 6'-o" cantilevered overhang along front.
- Install 29 gauge Pre-Finished Metal Roof & Gable end panels with Associated Pre-Finished Metal Fascial and rakes.

Total \$36,255.00

Bollinger Homes is not responsible for any existing structural issues. However, if repairs are needed, they will be discussed by builder and homeowner as to extent of work and cost before work is started.

Bollinger Homes will provide all labor supervision and materials to complete this project to the minimum specifications required by the jurisdiction the work will be performed in.

Purchaser Date

2000 16 Contractor - MHIC #93308

Date

3 21 16

2 12 16

Contractor Salèsman – MHIC #83839 Date

*Price does not include anything not listed in the above proposal.

ADDENDUM

Bollinger Homes, LLC is required to be licensed by the MD Home Improvement Commission, MHIC License #93308. Any questions may be directed to the Commission at 410.230.6309 or www.dllr.state.md.us/license/mhic.

Please note that formal mediation of disputes between homeowners and contractors is available through the Commission; the Commission administers the Guaranty Fund, which may compensate homeowners for certain actual losses caused by acts or omissions of licensed contractors; and a homeowner may request that a contractor purchase a performance bond for additional protection against losses not covered by the Guaranty Fund.

Purchaser	Date	
Samoute	3/21/16	
Contractor – MHIC #93308	Date	
GA	3/21/10	
Contractor Salesman - MHIC #83839	Date	

IV) SET AGENDA ITEMS FOR May 16, 2016 TOWN MEETING

1.

2.

3.

4.

5.

6.

V) SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS